

NAVRESREDCOMREGTHIRTEENINST 1700.4D
Code N00C
30 Mar 99

NAVRESREDCOMREGTHIRTEEN INSTRUCTION 1700.4D

Subj: SAILOR/BLUEJACKET OF THE QUARTER AND (SHORE/RESERVE)
SAILOR/BLUEJACKET OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K
(b) COMNAVRESFORINST 1700.1H

Encl: (1) Due Dates List
(2) Sample Sailor/Bluejacket of the Quarter Nomination
Format
(3) Sample Shore Sailor/Reserve Sailor/Bluejacket of the
Year Nomination Format

1. Purpose. To publish procedures, responsibilities and guidelines for the nomination, selection and official recognition of outstanding Selected Reserve (SELRES) Active Duty enlisted personnel as:

- a. SELRES Sailor and Bluejacket of the Quarter.
- b. Active Duty Sailor and Bluejacket of the Quarter. (R)
- c. Naval Reserve Sailor and Bluejacket of the Year.
- d. Shore Sailor and Bluejacket of the Year. (R)

2. Cancellation. NAVRESREDCOMREGTHIRTEENINST 1700.4C.

3. Discussion. The Sailor/Bluejacket of the Quarter and Year program exists to enhance morale and ensure that noteworthy performance of duty is recognized in a timely and appropriate manner. The spirit and intent of this program is to recognize the (R)

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very best Sailors from all eligible pay grades. Emphasis is placed on professionalism, exemplary conduct, strong leadership, and impressive military bearing. The period of service for all categories of this program is calendar year vice fiscal year.

4. Eligibility

a. The following personnel are eligible for the appropriate program:

- | | | |
|---------------------------|---------------|-----|
| (1) SELRES SOQ/SOY | E-5 and E-6 | |
| (2) SELRES BJOQ/BJOY | E-4 and below | |
| (3) Active Duty SOQ/SOY | E-5 and E-6 | (R) |
| (4) Active Duty BJOQ/BJOY | E-4 and below | (A) |

b. All nominees for each category must meet existing physical readiness standards.

c. When nominating a service member for this special recognition, most of the justification should be in terms of what the individual has accomplished during the period for which the nomination is submitted. Items to be considered when nominating and selecting an individual shall include, but not be limited to the following areas:

(1) Specific noteworthy achievements, superior performance and outstanding contributions to the command, the Naval Reserve and the Navy;

(2) Awards and commendations;

(3) Moral stature;

(4) Community activities;

(5) Motivation and initiative;

(6) Personal appearance (including adherence to physical readiness and grooming standards);

(7) Educational achievements;

(8) Involvement in the command;

(9) For SELRES personnel, the degree to which they are mobilization qualified and their contribution to unit mission and readiness.

5. Action. A nomination package will be submitted to reach REDCOM 13 (Code N00C) per the schedule contained in enclosure (1) and the following:

a. Sailor of the Quarter and Bluejacket of the Quarter

(1) Naval Reserve unit commanding officers/officers in charge may nominate one individual for consideration as SELRES Sailor of the Quarter and one individual for consideration as SELRES Bluejacket of the Quarter for the parent Reserve center. Nominations shall be submitted to the parent Reserve center in the typewritten format outlined in enclosure (2).

(2) Naval Reserve center (RESCEN) commanding officers shall:

(a) Select a SELRES Sailor of the Quarter and SELRES Bluejacket of the Quarter from the nominations submitted by unit commanding officers/officers in charge.

(b) Endorse selectee packages and forward nominations with any additional information to REDCOM 13 (Code N00C).

(c) Nominate a Active Duty individual for consideration as REDCOM 13 Active Duty Sailor of the Quarter, and one Active Duty individual for consideration as REDCOM 13 Active Duty Bluejacket of the Quarter. Forward the nominations in the format outlined in enclosure (2). Nominations should be based on the criteria listed in paragraph 4.

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(3) REDCOM 13 Staff Department Heads may nominate one staff member for Active Duty Sailor of the Quarter, and one staff member for Bluejacket of the Quarter using enclosure (2). The Staff Sailor of the Quarter and Bluejacket of the Quarter shall compete with the RESCEN nominations for the title of REDCOM 13 Sailor of the Quarter and Bluejacket of the Quarter.

(4) REDCOM 13 Command Master Chief (Code N00C) will:

(a) Convene a selection board of at least three chief petty officers to screen the nomination packages and select REDCOM 13 Active Duty and SELRES Sailor of the Quarter.

(b) Convene a selection board of at least three personnel (E-6 to E-9) to screen the nomination packages and select the REDCOM 13 SELRES and Active Duty Bluejacket of the Quarter.

b. Naval Reserve Sailor of the Year

(1) Unit commanding officers/officers in charge may nominate one individual from their unit per reference (a), with nominations submitted per reference (b) in the format outlined in enclosure (3), via their RESCEN commanding officer. Although this instruction contains nomination criteria for SELRES Bluejackets, the Naval Reserve Sailor of the Year competition is open for enlisted personnel E-4 through E-6. Those commands that nominate an E-4 member as Naval Reserve Sailor of the Year shall not nominate another E-4 member as SELRES Bluejacket of the Year.

(2) RESCEN commanding officers shall select one individual from the nominations received from unit commanding officers/officers in charge for consideration as Naval Reserve Sailor of the Year, per reference (b). The RESCEN endorsement will include any additional information as required to support the nomination package.

(3) REDCOM 13 Command Master Chief will convene a selection board comprised of chief petty officers from various

RESCENS to screen the nomination packages and to select the

REDCOM 13 Naval Reserve Sailor of the Year. That Sailor will be nominated per references (a) and (b) to COMNAVRESFOR for further competition.

c. Shore Sailor of the Year

(1) RESCEN commanding officers shall select one FTS individual for consideration as Shore Sailor of the Year, forwarding the nomination in the format outlined in enclosure (3). Although this instruction contains nomination criteria for Full-Time Support Bluejackets, the Shore Sailor of the Year competition is open for enlisted personnel E-4 through E-6. Those commands that nominate an E-4 member as Shore Sailor of the Year shall not nominate another E-4 member as Full-Time Support Bluejacket of the Year.

(2) REDCOM 13 Command Master Chief (Code N00C) will convene a selection board of chief petty officers from various RESCENS to screen the nomination packages and select the REDCOM 13 Shore Sailor of the Year. That Sailor will be nominated for further competition at COMNAVRESFOR as Shore Sailor of the Year per references (a) and (b).

d. Selected Reserve Bluejacket of the Year

(1) Unit commanding officers/officers in charge may nominate one SELRES individual from their unit. The nominations must be submitted via the RESCEN commanding officer in the format outlined in enclosure (3).

(2) RESCEN commanding officers shall select one individual from nominations received from unit commanding officers/officers in charge and forward that nomination to reach REDCOM 13 (Code N00C) no later than 15 February, annually. Command endorsements will provide any additional information to support the nomination packages.

(3) REDCOM 13 Command Master Chief (Code N00C) will convene a selection board composed of chief petty officers from

various RESCENS to screen nomination packages and select the REDCOM 13 SELRES Bluejacket of the Year.

e. REDCOM 13 Active Duty Bluejacket of the Year

(A)

(1) RESCEN commanding officers shall select one FTS individual for consideration as FTS Bluejacket of the Year, forwarding the nomination in the format outlined in enclosure (3) to REDCOM 13 (Code N00C) no later than 15 January, annually.

(2) REDCOM 13 Command Master Chief (Code N00C) will convene a selection board composed of chief petty officers from various RESCENS to screen nomination packages and select the REDCOM 13 FTS Bluejacket of the Year.

6. Recognition

a. Per references (a) and (b), nomination packages for personnel selected as the REDCOM Thirteen Shore and Naval Reserve Sailor of the Year will be sent to COMNAVRESFOR for further competition. Both individuals will receive plaques from the Commander, REDCOM 13. (D)

b. The REDCOM 13 SELRES and Active Duty Bluejacket of the Year selectee will receive a Navy and Marine Corps Achievement Medal and plaque from the Commander, REDCOM 13. (A)

c. The REDCOM 13 SELRES and Active Duty Sailor of the Quarter will receive a Flag Letter of Commendation and a plaque from the Commander, REDCOM 13.

d. Active Duty and SELRES Bluejacket of the Quarter selectees will receive a Flag Letter of Commendation and a plaque from the Commander, REDCOM 13.

7. Report and forms

a. The reporting requirement contained in paragraph 6, is

exempt from reports control by SECNAVINST 5214.2B.

b. The Personal Award Recommendation (OPNAV 1650/3) (1-94), Stock Number 0107-LF-017-5800, may be obtained through normal supply channels per NAVSUP P2002D.

/s/
E. B. WEISS
Deputy

Distribution:

NAVRESREDCOMREGTHIRTEENINST 5605.1T

Lists A (Readiness Commander/Department Directors), B (Staff/Special Assistants), D (RESCENS) and E (RESUNITS)

Stocked: NAVRESREDCOMREG13, Great Lakes

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DUE DATES LIST

Sailor of the Quarter
Bluejacket of the Quarter
(Active/SELRES)

15 January, 15 April
15 July, 15 October

Shore Sailor of the Year
and FTS Bluejacket of the Year

15 January

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Naval Reserve Sailor of the Year
And Naval Reserve Bluejacket of
the Year

15 February

(A

Encl (1)

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NOMINATION LETTER FOR
ACTIVE/SELRES/BUEJACKET OF THE QUARTER

From: Commanding Officer, NR _____
To: Commander, Naval Reserve Readiness Command Region 13

(Code N00C)

Via: Commanding Officer, (if applicable)

Subj: ACTIVE/SELECTED RESERVE/BLEUEJACKET OF THE QUARTER FOR THE
(1ST/2ND/3RD/4TH) QUARTER, CY 19XX

Ref: (a) NAVRESREDCOMREG13INST 1700.4D

Encl: (1) Copies of Awards/Commendations received during (D)
nomination period
(2) Copy of last Enlisted Performance Evaluation Report

1. Per reference (a), the below-named individual is nominated for subject award with enclosures (1) through (3) submitted as supporting documentation.

- a. Rate/Full Name:
- b. Date assigned unit/center:
- c. Billet assignments and dates:
- d. Educational achievements completed this quarter:
- e. Personal appearance (including adherence to physical readiness and grooming standards):
- f. Percent mobilization qualified:
- g. Specific unit achievements/contributions:
- h. Leadership/counseling abilities:
- i. Professional performance:
- j. Community activities:
- k. Civilian employment (SELRES only):
- j. Commanding officer's comments:

Encl (2)

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SAMPLE NOMINATION FORMAT

1700
Code
Date

From: Commanding Officer, NR _____
To:

Via:

Subj: 19____ (SHORE/RESERVE)(BLUEJACKET/SAILOR) OF THE YEAR
NOMINATION IN THE CASE OF _____

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Information to support nomination (include "certified true" copies of evaluations for the last three years, Letters of Appreciation/Commendation/Sailor of the Quarter, etc.)

(2) Biography (narrative format, starting with date and place of birth, schooling, military service, current assignment, awards and medals, and family, etc.).

(LIMIT: TWO TYPEWRITTEN PAGES, DOUBLE SPACED.)

(3) OPNAV 1650/3 (1-94), Personnel Award Recommendation for Navy and Marine Corps Achievement Medal

(4) 2-5X7 color photographs (one each front and side view, full length, plain background, Service Dress Blue uniform, uncovered) (R)

1. Per reference (a), _____ is nominated as the (Year) (Shore/Reserve)(Bluejacket/Sailor) of the Year.

2. Full name, address and complete telephone number of nominating command.

3. The following information is provided:

a. Name: _____ Social Security Number: _____

b. Date of Birth: _____

c. Date of enlistment in Navy: _____

d. Advancement history: (give dates)

(1) E-4: _____

(2) E-5: _____

Encl (3)

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(3) E-6: _____

e. Currently selected for advancement: (if yes, date to be advanced)

f. Family members: (list names and dates of birth if

applicable.)

g. If previously selected as Sailor of the Quarter/Year, give date(s) and command(s).

h. Brief synopsis of significant professional achievements which warrant selection.

i. Awards:

j. Nominee's off-duty community involvement:

k. List educational background:

(1) Years of formal schooling completed/degree attained:

(2) Navy schools completed:

(3) Other self-study educational achievements attained:
(include correspondence course, extension courses, United States Armed Forces Institute (USAFI) courses, Navy-sponsored courses. Exclude training courses required for advancement.)

l. Any other information to distinguish nominee from contemporaries (limit to one type written page).

(SIGNATURE)